PADP-9

3 1 DEC 1970

MEMORANDUM FOR: Director, Support Information Processing
System Task Force

SUBJECT   : Contingency File Backup for Contract
Information System (CONIF) Data

1. The Office of Computer Services (OCS) is currently
transmitting selected computer-produced reports of inventory
data directly to the Records Center to be stored as vital records.
As a contingency file backup for the CONIF System, we request
that similar arrangements be made for that data.

2. It has been suggested that a hard copy of the entire
CONIF file might be sent, be supplemented by hard copies of
the interim update transactions, then be replaced by a completely
updated file at the end of each 6-month period. The suggested
periodicity is satisfactory to us but we recognize that, from a
cost/effectiveness standpoint, you might wish to select another
alternative for storage of the backup data. A hard copy of the
entire file currently occupies slightly more than one safe drawer.

3. We request that you give us your recommendation concerning
the best approach to take. We would request, that after a method
is selected, that OCS arrange for the automatic distribution of the
backup file to Vital Records Storage as it currently does with our
inventory data.

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John P. Blake
Director of Logistics

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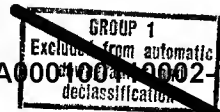   1 – OL/PMS   1 – D/L – Chrono
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